

Officer Fitness Report Input

1. Administrative Data
 - a. Full Name
 - b. Grade (indicate if frocked, spot-promoted, or a selectee to Higher grade).
 - c. Designator (indicate if changed during period)
 - d. SSN.
 - e. Date reported to command.
 - f. Ending date of last Regular fitness report.
 - g. If a Detachment of Individual report, next permanent duty assignment.
 - h. Last two PRT dates with results: i.e., P/WS, F/WS (Include PRT coordinators name and contact information)
2. Duties. (List by title. Include months assigned during this report period.)
 - a. Primary duties (most significant first).
 - b. Collateral duties.
 - c. Watchstanding duties.
 - d. ADDU/TEMADD/TEMADDINS, if any. List commands, inclusive dates, and duties or courses.
 - e. Periods not available for duty, if any. (Account for en route time prior to report, and lengthy leave, et, since reporting.)
3. Job Scope
 - a. One sentence description of primary duties.
 - b. Personnel directly supervised (subdivide by officers, enlisted, civilians, reservists).
 - c. Personnel supervised through subordinates (subdivide as above).
 - d. Major equipment and material for which responsible.
 - e. Size of budget managed.
 - f. Subspecialty codes awarded and used, extent of utilization, and whether officially required by billet.
4. Responsibilities for classified material.

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5. Specific Contributions. (Indicate whether as individual, team member, or leader.)
 - a. Operational readiness and performance.
 - b. Management and administrative performance.
 - c. Training.
 - d. Inspection results.
 - e. Quality improvements and cost savings.
 - f. Environmental quality and safety.
 - g. Equal respect and opportunity.
 - h. Betterment of civilian work force.
 - i. Utilization of Reserves.
 - j. Morale and welfare.
 - k. Retention.
 - l. Specific contributions in support of DOD/DON management improvement programs (TQL, DMR, DAWIA, Management Control, etc.)
 - m. Other.
6. AT/ADT/ADSW inclusive dates, duty station, and location.
7. Personal Achievements
 - a. Qualifications attained.
 - b. Educational courses completed.
 - c. Awards/commendations during period (attach copies).
8. Other (including but not limited to 'Items for Special Consideration' in Annex N.)
9. Future duties and schools desired.